

Knutsford Town Council

Town Clerk: Adam Keppel-Green

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929 www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



KNUTSFORD CEMETERY MEMORIAL MASON REGISTRATION SCHEME

INTRODUCTION

The Knutsford Town Council Memorial Mason Registration Scheme aims to establish a uniform standard of workmanship and working practices in Knutsford Cemetery. The scheme addresses the standards required for the installation, repair and maintenance of memorials, both new and existing, insurance cover, health and safety requirements and administrative requirements with a view to producing a common approach under the council's management. Through adoption of this scheme it is the intention to identify and promote the best practice of the industry by all registered participants.

Only masons registered with Knutsford Town Council's Memorial Mason Scheme are permitted to submit memorial applications or work in Knutsford Cemetery.

The following procedure applies to all memorial masons registered to work in Knutsford Cemetery. These procedures indicate the rules that apply to memorial masons, together with the penalties expected if these rules are breached.

Knutsford Town Council continually carries out audits on the current condition of memorials within the cemetery. The survey will identify memorials that require attention to meet Health and Safety requirements and also establish a routine inspection procedure to ensure that the future condition of memorials are monitored. The registration scheme supports this initiative by ensuring that memorial masons working within Knutsford Cemetery operate to the highest standards of workmanship and competence. The establishment of this scheme promotes a partnership that encourages formal and informal communication, long-term working relationships, innovation and development initiatives between all registered parties. The council's ultimate objectives are to ensure that the cemetery meet all Health and Safety standards and are safe environments for visitors and staff.

The scheme is available to Memorial Masons who intend to work, within Knutsford Cemetery on completion of the relevant application form and have submitted all documentation required. Memorial Masons not registered under this scheme will not be permitted to work within Knutsford Cemetery.

SCHEME REQUIREMENTS

All registered participants to the scheme are expected and obliged to adhere to the following basic requirements. These are the minimum acceptable requirements of Knutsford Town Council and may be updated from time to time.

Eligibility

To join the scheme memorial masons must:

- a) Have not been barred from performing work in Knutsford Cemetery within the previous two years
- b) Hold Public Liability Insurance to the value of Ten Million Pounds (£10,000,000) for any one incident
- c) Be registered with the British Register of Accredited Memorial Masons (BRAMM) or National Association of Memorial Masons (NAMM)

Memorial masons which have been barred from performing work in another cemetery will not usually be eligible to join the scheme, but each case shall be considered individually by the Town Clerk.

Memorial masons must submit details of such disciplinary actions with their application to join the scheme. Failure to disclose details of disciplinary actions, which subsequently come to the attention of the Town Council, may result in the immediate expulsion from the Registration Scheme and the imposition of an immediate ban on working within Knutsford Cemetery for a period of two years.

By joining the scheme Memorial Masons undertake to:

- a) guarantee each individual memorial in respect of safety and stability for a period of no less than 10 years. Grave owners will be advised of this guarantee, future inspection of the memorial and their responsibilities to maintain the memorial to a reasonable standard.
- b) Be able to demonstrate an acceptable standard of workmanship, ensuring that staff are suitably qualified, experienced and competent to perform all works necessary when erecting, dismantling and repairing memorials to meet current industry standards and statutory health and safety requirements and guidelines.
- c) Ensure that they only undertake works within Knutsford Cemetery with authorisation of the Town Council.

Each participant who signs the 'Agreement to the Memorial Mason Registration Scheme' included in these documents, will be deemed to have agreed to comply with the following:

- Local Authority Cemetery Order 1977
- Knutsford Cemetery Regulations
- NAMM Code of Working Practice (latest edition)
- BRAMM The Blue Book (latest edition)
- Health and Safety at Work Act 1974
- Knutsford Town Council's Memorial Masons Registration Scheme
- All other relevant statutory requirements

Penalties

Stage 1

Any breach* of the Memorial Masons Registration Scheme or Cemetery Regulations will result in a first written warning, issued to the memorial mason concerned. This will remain on record for a period of 12 months. Assuming the breach is corrected and no further breach of the rules occurs during this time, the warning will be removed from the records.

Stage 2

If, during the course of the 12-month period there is a further breach of the Memorial Masons Registration Scheme or Cemetery Regulations, a final written warning will be issued, this will remain on record for a period of three years. Assuming the breach is corrected and if no further breach of the rules occurs during this time, the warning will be removed from the records.

Stage 3

If, during the course of the three years following the final written warning, there is a further breach of the Memorial Masons Registration Scheme or Cemetery Regulations, the memorial mason concerned will be forbidden to carry out any work within the Council's Cemetery for an undetermined period of time. Their return shall be by application to the Bereavement Services following a minimum period of two years.

**Breaches constitute submitting memorial applications for memorials which do not comply with the maximum dimensions outlined in the cemetery regulations, undertaking work without a permit, not complying with any of the rules of the scheme.*

Gross Misconduct

Certain circumstances shall be considered as gross misconduct, which will result in the memorial mason being immediately banned from the Council's Cemetery. Their return shall be by application to the Bereavement Services following a minimum period of two years.

Examples of gross misconduct include (but are not limited to):

- Installation of a memorial that had not been approved by the council
- Re to correct an error in the installation of a memorial, when notified by the council
- Abusive or aggressive behaviour to council staff, members of the general public or other contractors

Appeals Procedure

There will be instances where applications to the scheme are rejected or where monumental masons are removed from the Registration Scheme. Your application will be rejected if you cannot fulfil the pre-set criteria assessed. You must therefore ensure you complete the application form, provide all the information required and seek advice and guidance on any matters you are unsure of.

On receipt of the completed application form will be checked and the memorial application will be assessed against the pre-set criteria.

Applications will either be approved, deferred or rejected and you will be notified in writing of the decision and, if rejected, the reason for this. An appeal must be lodged in writing within 14 days of notification stating why you feel that the rejection is unjustified. There are a number of matters relating to the Registration Scheme which would not normally be reconsidered, such as failure to provide adequate health and safety and failure to provide adequate insurance cover; it is unlikely that a rejection based upon one or more of these factors would be reversed without further supporting evidence.

Any memorial mason, unhappy at the decision taken against them, will be entitled to appeal against the decision by placing their appeal in writing to townclerk@knutsfordtowncouncil.gov.uk. A hearing will then be arranged with the council's Assets and Operations Committee where a case can be presented. All appeals will be considered in the light of any further evidence submitted. If the rejection is confirmed, you will be informed in writing and no further appeal will be considered.

PROCEDURE FOR THE ERECTION OF MEMORIALS

All memorials installed by the participants of this scheme must fully comply with all of the Council's Cemetery Regulations, administration and operational procedures.

All applications for installations within Knutsford Cemetery must first have received prior approval by the council. The memorial mason will ensure that every effort is made to fix the memorial around any services which may be taking place within the cemetery. They must first check with the council to ensure they are not disrupting any service being held on the day for any works.

No works whatsoever shall commence until a permit has been received. The permit must be produced if requested by a member of the cemetery staff. If a permit cannot be produced, the memorial mason will be asked to stop work and leave the cemetery until a permit can be produced.

Applications should be submitted to townclerk@knutsfordtowncouncil.gov.uk or Council Offices, Toft Road, Knutsford, WA16 6TA.

Incomplete memorial applications, not including clear detailed sizes, or grave section including number, method of fixing or grave owner signature(s) will be returned and cause unnecessary delay.

Memorials must not be erected, nor shall any additional work be carried out to the memorial (including renovation work), unless a memorial application has been approved. The council may wish to periodically monitor the work of the memorial mason and, if so, a suitable appointment will be made with the mason to inspect fixings etc.

All memorials shall be erected in accordance with BS8415 and the NAMM or BRAMM Code of Practice current at the time of installation.

No memorial mason shall leave any unfixd memorials or debris in the cemetery.

MEMORIAL INSPECTION

Following the erection of a memorial it should be noted that this will be subject to inspection at least every five years to ensure health and safety requirements are met. Memorial masons should take this into consideration in their Guarantee. The Guarantee should include all joints that fail during the period of the Guarantee. All joints shall be repaired within one month (1 month) of being notified.

The Town Council may inspect the erection of a memorial either as the work proceeds or shortly after the work is completed. Where work is found to be unacceptable, either not conforming to the NAMM/BRAMM codes or any other reason, the memorial mason will be instructed to return and rectify the work to meet the council's standards. The standard of works should comply with the current inspection procedures.

The Town Council may inspect a memorial following erection, or completion of other work, either as part of routine maintenance, or in response to a complaint from the public or staff. Where there is reasonable doubt that the work does not conform to these specifications, the Memorial Mason may be instructed to dismantle their work in order to verify compliance with the scheme's standards. In the event that work does not meet the required standards the memorial mason will re-erect the work to the appropriate standards, the costs of dismantling and re-erection in these circumstances being their responsibility. In the event that the work complies with the required standards the costs of dismantling and re-erection will be the responsibility of the council. If, for any reason, the memorial mason refuses to co-operate with these post work inspections, Bereavement Services shall have the right to employ a third party (a qualified memorial mason registered under the scheme) to perform the work. The costs incurred will be the responsibility of the original memorial mason and may result in disciplinary action being taken.